

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 25 November 1986

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

No (1) CONIF input 148 contracts and 55 amendments during this past week. This appears to be about average for this time of year.

No (2) On Tuesday, 18 November, a monthly Engineering Review Board was jointly held by the Offices of Finance (OF) and Logistics (OL) personnel to review problems in the CONIF system. Nothing significant was discussed.

b. Training:

25X1 No (1) [] is presently giving the Contracts
25X1 Process Course at [] Dates for the
course are 16 through 26 November.

25X1 No (2) [] completed a course on incentive contracting
25X1 given during the week of 17-21 November. [] acquired
literature on acquisition planning as well.

c. Agency Contract Review Board (ACRB) Activity

No Six cases were reviewed by the ACRB on 18 November and all were recommended for approval by the Director of Logistics, some with caveats. Following these docket reviews, a short briefing was given to all the ACRB members and advisors on the Coopers and Lybrand report. The next ACRB session is scheduled for 2 December.

No d. FOCI

One case was reviewed and approved.

e. Visitations:

No (1) The Chief, Procurement Management Staff (PMS), OL, held a visitation with the members of the Contracts Staff, Office of Research and Development/DS&T.

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SUBJECT: OL/PMS Weekly Report -- Period Ending 25 November 1986

No (2) Two members of CONIF went to the Contracts Management Staff, Office of Technical Service (OTS)/DS&T, to discuss reports and exchange ideas on how reporting can be improved.

f. Briefings:

(1) On Thursday, 20 November 1986, the C/PMS/OL, along with the Executive Officer, OL, met with the members of the Office of Development and Engineering, DS&T contract teams and briefed them on the Coopers and Lybrand report. A briefing of all contract team chiefs is scheduled for 25 November.

25X1 (2) On Thursday, 20 November, 18 [redacted] procurement personnel, three auditors from the Commercial Systems and Audit Division, OF, and three security officers from the Security Staff, OL, along with six members from the OTS contracting team, received a briefing from the personnel at OTS' [redacted]. It was evident that the briefing gave all personnel a greater appreciation and understanding of the operational requirements of OTS. Briefings such as this one are designed to break down barriers and engender cooperation and understanding between different elements in the Agency. It furthers the expeditious processing of items related to the Agency mission.

g. Reports/Papers

No (1) A memorandum on increased competition goals in fiscal year 1987 by each directorate for signature by the Executive Director of Central Intelligence has been drafted. It requests each directorate to project its increases in competition which will be monitored by the information contained in CONIF.

No (2) A draft of a paper has been prepared for the Deputy Director for Intelligence on what a procurement management review will entail and the anticipated goals has been completed.

No (3) Procurement Note (PN) 161, which relates to withholding provisions, has been under review for the purpose of update. An agreement was reached with the Audit and Certification Division, OF, to modify the withholding provisions of time and material contracts with a value of less than \$100,000. PN 161 will be revised to reflect the agreed upon change.

3. Upcoming Events

25X1 a. [redacted] will visit Management Concepts, Inc. (MCI), located in Vienna, for the purpose of discussing the possibility of MCI giving in-house training on the subjects of negotiations and cost and pricing.

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SUBJECT: OL/PMS Weekly Report -- Period Ending 25 November 1986

No b. OL/PMS and CONIF will review the "method of procurement indicator" on the business justification.

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